

**Site Visit Programmatic Questions
LCC of Thief River Falls - October 12, 2015**

1. Update Report

- Review your two most recently submitted Update Reports: are you meeting Report Count goals?
- Note any significant differences between the reports: are programs stable? Improving? What do the reports indicate about progress in your programs? Programs are stable. Case Management numbers are way up since the beginning of the grant.

2. Work Plan

- Review your 2012-16 grant application's description of the program you are asking to be funded. Note the services and activities you said you would provide and the number of clients you would serve.
- Prepare a short summary of your current program(s) and the number of clients being served. How does what you describe in the application compare with what you are currently providing? Have any programs and/or activities or services been added or removed? Have the number of clients being served per quarter decreased or increased since October, 2012? Is there anything particular you want to share about your current program to explain its current status?
- Do you anticipate making any changes to the 2015-16 Work Plan? If so, in what way and for what reasons?
A program summary was given and sent electronically. It will be saved in the grantee's file. The work plan has remained the same and they grantee continues to use the plan for their Center.

3. Fiscal Review

- Review of the 2014-15 expenditures spreadsheet
- Have you or do you intend to revise your 2015-16 budget justification? Keep in mind that the current budget justification remains in effect until a revision is approved.
- Review the guidelines regarding expectations for invoice and verification submissions (attached), and the new requirement to submit both to financial for invoice payment. Review MDH's efforts to move to paperless invoicing.
- If your Financial Reconciliation has taken place, the findings will be reviewed.
A Financial Reconciliation will take place in the next several months.
- If you have an elevated risk designation, and your report cited any concerns, these will be discussed.

4. Grant Closeout Form

- You will have an opportunity to review a draft of your Grant Closeout Form.
The Grant Closeout/Interim Form was reviewed.

5. 2014-16 Evaluation (availability of items below depend on date of site visit)

- Your 2014 Evaluation Report Summary will be discussed.

- Your 2015-16 Evaluation Plan will be discussed. Any suggestions provided in your 2013-14 Report Summary should be included in the plan, if you are continuing the same evaluation. If you are planning a new evaluation, details will be discussed. The previous Evaluation plan was reviewed. This grantee did outstanding work on developing the plan and reporting on it. This year's plan was reviewed and will include following clients attendance at least one prenatal appointment.

6. Positive Alternatives website

- The PA website is being/has been reconfigured. Its scope is reduced. Resources for grantees will remain basically the same.
- Consider providing suggestions for additions/deletions
The website was discussed. Roxanne, the Executive Director, will review the MDH PA web postings.

7. Provide Updates

- Have you made any changes to your application Face Sheet data?
- Do you want to revise your website posting?
There were no changes made to the face sheet. Roxanne will check with the MDH PA web locations and her own listing to see if any changes in programs or contact information needs to be addressed.

8. Issues specific to this grantee

None at this time.

9. Tour of Facility

- If your facility has been remodeled or updated with grant funds, be prepared to provide a tour of the area
- If grant-funded activity areas have been significantly altered, be prepared to provide a tour of the area.

A tour of the Center was given. This grantee has an excellent location in the heart of the city with easy parking. Their Center is clean, welcoming and inviting.

10. How can MDH be more supportive of your program?

None were made at this time.

11. Other?

The Life Care Center of Thief River Falls has been a PA grantee since the beginning of the grant. They have used their funding responsibly and prudently. Since they have received PA funding they have been able to expand their programming, staffing, and clients to be served and space. They serve and offer a vital program in a rural area where such services are sparse. They continue to look for ways to better serve their community and women in need.